

The Icing on the Cake

(Our Organisational Benefits)



RZIM Zacharias Trust is a Christian organisation that is committed to maximising the skills and individual calling of all our employees and developing their full career potential and looking after our employees.

Salaries

RZIM aims to remain competitive with the public sector and charitable market sector, as part of this we have looked at local salary surveys. We review salaries on annual basis to ensure that your performance and impact are recognised, but a pay increase is not guaranteed.

Working Hours

The standard working week at RZIM Zacharias Trust is 37.5 hours. Start and finish times can be agreed by employees and their managers (our core hours are from 10 am to 3 pm). Flexibility in working hours may be required to meet organisational need, dependant on role. Some roles may be offered on a part-time basis.

Holiday Allowance

The basic allowance is 25 days leave per year. As well as the 8 public holidays annually. (Leave is calculated on a pro rata for part time members of staff.) Employees are required to take 3 of their leave days between Christmas and New Year due to office closure.

Work environment

RZIM is located in fully modernised offices in a central Oxford location, but in easy reach of Summertown, and with good access to rail and public bus routes. There is some car parking and bike parking facilities on site (although car parking availability will be kept under review, and car parking space cannot be guaranteed).

The organisation enjoys a family atmosphere, with an organised opportunity to network with team colleagues and to pray for the work of the organisation on a daily basis.

Team events are currently held on a monthly basis where food is often provided.

Free tea and coffee is provided (including access to nespresso coffees) and is available to all staff. We also currently have a weekly delivery of free fruit, provided on a first come first served basis.



We also have a shower room, available for staff use, shower gel is currently provided but staff should bring their own towels.

Employee Pension Scheme

- Automatic enrolment in our pension scheme happens during first month of employment
- UK based pension scheme currently with AVIVA
- Employee contributions are before tax (but national insurance cannot be claimed back)
- RZIM Zacharias Trust will pay 13.5% of salary (before tax)
- For more information about the scheme please speak to the HR Coordinator in the first instance



Sick Pay

We have a contractual sick pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:-

Years of Employment	Full Pay	Half Pay
Less than one year	SSP only	SSP only
One to two years	1 month	1 month
Two to five years	2 months	2 months
Over five years	3 months	3 months

Death-In-Service Scheme

We operate a Death-in-service benefit scheme from your start date provided by Canada Life. Payment in the event of death in service of a current employee may be made that is equivalent to 3 times current salary.



Mobile Phone - (Where This is a Role Requirement)

Some employees will be expected to carry a work mobile phone (provided by RZIM, where this is deemed necessary to effectively fulfil their role. The handsets available are set by company guidelines. Reasonable personal use is allowed (please see the policy/guidelines for further details).

Eyecare Scheme

Employees regularly using VDU display equipment are entitled to an eye-test and some contribution towards to cost of glasses required for close work. Vouchers for Specsavers our current scheme provider are available to eligible staff on request from the HR Coordinator.



Voluntary Healthcare Scheme

We have a voluntary healthcare scheme through a company called HSF that enables staff to save for various health care costs and entitles staff to certain benefits at preferential rates. More information about this scheme is available from the HR Coordinator upon request.



Cycle to Work Scheme

We run a cycle-to-work scheme, where individuals are able obtain an interest free loan to purchase a bicycle and related cycle equipment through a government based scheme, which runs on a salary sacrifice basis.

The scheme is run by [Cyclescheme](https://www.cyclescheme.co.uk) and is run in accordance to the government's green travel plan and conforms to the requirements of the HMRC, OFT and DfT. Further information about this scheme is available from the HR Coordinator upon request.



Access to Qualified Psychologist

RZIM employs a qualified clinical psychologist, whose services may be accessed on request, subject to approval.